



Community-Based and Prison-Based Batterers Intervention Programs FY14 Reporting Information and Due Dates

Please make sure you are using forms and instructions for FY14. Current reporting forms can be found on the CDVSA website at: <http://www.dps.state.ak.us/cdvs> under the tab titled "Forms". We will **not accept** documents submitted using old reporting forms. If you use old reporting forms, we will **return** them as we require the FY14 forms.

Report Submission:

1) Documents that require signatures:

Documents requiring signatures may either be sent via email (as a PDF document) or faxed to the Council office. Please keep the originals in your files. **Do not** mail hard copy originals to the Council office. PDF documents are preferred as they are clearer and easier to track, but either is acceptable. The documents that require signatures are:

- 1) Request for Advance
- 2) BIP and/or PBP Quarterly Expenditure/Revenue Report
- 3) Request for Line Item Budget Revision (if needed)
- 4) Goals and Objectives Change Form (if needed)
- 5) Year End Expenditure Detail Report
- 6) Equipment Inventory

2) Performance Report and the Goals and Objectives:

Submit the Performance Report and the Goals and Objectives in an MS Word-compatible format and email as attachments to your Program Coordinator. Please submit them as two separate documents. **Do not** submit them as PDF documents.

If you have any questions or need further instructions, please contact your assigned CDVSA Program Coordinator.

FAX Number:

907-465-3627

Email addresses and phone numbers (use assigned coordinator):

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DUE QUARTERLY

□ **REQUEST FOR FUNDS ADVANCE: Email in PDF format or fax.**

DUE DATES:

- **1st Quarter:** Submitted with FY14 grant award documents
- **2nd Quarter:** Sept. 15, 2013
- **3rd Quarter:** Dec. 15, 2013
- **4th Quarter:** March 15, 2014 (2/3 of quarterly amount)
- **4th Quarter Final:** May 15, 2014 (1/3 of quarterly amount)

Advances will be issued if/when the following conditions are met:

<u>Quarter</u>	<u>Condition</u>
First Qtr:	Submission of FY14 grant award documents and Program Authorizing Official Reporting Form
Second Qtr:	Submission of all FY13 end of year reports and remaining FY14 documents
Third Qtr:	Submission of FY14 first quarter reports and data requirements
Fourth Qtr & 4 th Qtr Final:	1) Submission of FY14 second quarter reports and data requirements 2) Review of first and second quarter expenditures 3) Compliance with on-site recommendations and submission of corrective documentation 4) Submission of Annual Self-Evaluation of Services Report 5) Submission of Equipment Inventory

The first, second, and third quarter advances will each total 25% of the grant award when conditions are met. For the fourth quarter advance, Program Coordinators process the advance in two installments, the first of which is 2/3 of one quarter of the grant award and the second installment is the last 1/3 of the quarter. **However, if the program is underspent coming into the fourth quarter, CDVSA will withhold a corresponding amount from the fourth quarter advance and may redistribute that amount to other programs.** Programs that are underspent may request approval for the fourth quarter advance by 1) submitting a letter explaining why the expenditures were low in the first two quarters (such as a large insurance payment not due until fourth quarter) and, 2) stating how the entire amount of the grant will be expended by 6/30/14.

This form will be forwarded to your program by your Program Coordinator. Please have the report signed and dated by the appropriate signatory and keep the original copy in your files.

□ **QUARTERLY EXPENDITURE/REVENUE REPORT – Email in PDF format or fax**

DUE DATES:

- **1st quarter:** October 30, 2013
- **2nd quarter:** January 30, 2014
- **3rd quarter:** April 30, 2014
- **4th quarter:** August 15, 2014

Indicate the program's name, FY14 grant award number, the quarter being reported, and whether it is the original or a revised report. **Report expenditures and revenue using only whole numbers, rounded, without \$ signs. Use the comma as a thousands separator.**

Expenditures: The first section, “CDVSA Expenditures,” is for reporting quarterly expenditures. The Annual Budget Column must show the amounts as budgeted in your FY14 CDVSA approved budget. The next columns are for first, second, third and fourth quarter expenditures. Because this is an Excel spreadsheet, the columns Year-to-Date Total (YTD Total) and Year-To-Date % (YTD %) will automatically populate.

CDVSA EXPENDITURES	Annual Budget	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	YTD Total	YTD %
Personal Services						0	#DIV/0!
Travel						0	#DIV/0!
Facility						0	#DIV/0!
Commodities						0	#DIV/0!
Equipment						0	#DIV/0!
Other Contractual						0	#DIV/0!
Indirect Costs						0	#DIV/0!
Total CDVSA Expenditure	0	0	0	0	0	0	#DIV/0!

Revenue: The second section is the “Revenue” section. The Annual Budget column reflects the grant award amount from the **Total** row on the GAN, or Amended GAN. In the successive columns, indicate the amount of funds **received** within the reporting quarter.

REVENUE							
CDVSA						0	#DIV/0!
TOTAL REVENUE						0	#DIV/0!

Match: The third section, “Required Match”, reports your program’s required matching support of cash and/or in-kind during the quarter. The Annual Budget column reflects the Match Required amount from the Total row on the GAN. Indicate the amount expensed within the reporting quarter. *Match does not need to be applied at the exact time or in proportion to the obligation of Council funds as long as the full amount is obligated within the grant period.*

REQUIRED MATCH							
Match		0	0	0	0	0	#DIV/0!
TOTAL REQUIRED MATCH		0	0	0	0	0	#DIV/0!

Quarterly Tax Filing Dates: The fourth section is for reporting your quarterly tax filing dates.

Required Expenditure Narrative: The budget narrative is **required** for each quarter.

Please have the report signed and dated by the appropriate signatory and keep the original copy in your files.

❑ **QUARTERLY PERFORMANCE REPORT – Email Only**

DUE DATES:

- **1st quarter: October 30, 2013**
- **2nd quarter: January 30, 2014**
- **3rd quarter: April 30, 2014**
- **4th quarter: August 15, 2014**

Use the Performance Report to tell us what is going on with your program, to showcase accomplishments, and to discuss challenges and otherwise inform CDVSA staff and the Council about what is happening with your program participant service delivery, community relations, and agency operations. It often helps the Council to recognize trends, patterns, or challenges that are common to programs around the State. Submit the report to your Program Coordinator electronically through email. Hard copy or faxed reports will not be accepted.

❑ **QUARTERLY GOALS AND OBJECTIVES REPORT – Email Only**

DUE DATES:

- **1st quarter: October 30, 2013**
- **2nd quarter: January 30, 2014**
- **3rd quarter: April 30, 2014**
- **4th quarter: August 15, 2014**

Goals and objectives must be submitted electronically through email as an attachment. Hard copy reports or faxed reports will not be accepted.

❑ **QUARTERLY PARTICIPANT STATISTICAL REPORT – Email Only**

DUE DATES:

- **1st quarter: October 30, 2013**
- **2nd quarter: January 30, 2014**
- **3rd quarter: April 30, 2014**
- **4th quarter: August 15, 2014**

Use the Participant Statistical Report to provide statistics that used to be reported at the end of the Quarterly Performance Report. (See specific form for your BIP and/or PBP program.) Submit the report to your Program Coordinator electronically through email. Hard copy or faxed reports will not be accepted.

DUE, AS NEEDED BY PROGRAM, BEFORE END OF YEAR
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❑ **REQUEST FOR LINE ITEM BUDGET REVISION - Email in PDF format or fax**

DUE DATES:

- **Submit as needed**
- **In all cases, before July 30, 2014**

Requests for Line Item Budget Revisions are required only when a program anticipates expending 10% or \$5,000 (whichever is LESS) over the amount in a budget category. Only

changes between budget categories such as Personal Services, Travel, Equipment, etc., require a Council-approved budget revision. If any CDVSA approved budget category is \$0 (for example, \$0 for the Equipment Category) and you plan to spend Council funds in that category, a Request for Line Item Budget Revision is required regardless of the amount. The request must be on the proper form, submitted, and approved **prior** to making budget changes.

On the form, show the original budget in ALL budget categories, not just for those that you are requesting a change. Show the revised budget amount in the provided column. Requests must be approved **prior** to making budget changes. Even if you have discussed the proposed revision in a letter or by telephone, **no budget revision can be considered approved until it has been submitted on the proper form and signed off by Council staff.**

*Example: You have \$4,000 in your CDVSA approved budget for Equipment. In the second quarter, your printer breaks down, and you need to purchase a new one, so you decide to move \$2,500 from Personal Services to Equipment to purchase a new printer. Do you need to submit a budget revision? **YES.** \$2,500 is smaller than the \$5,000 minimum; however, it is more than 10% of the original Equipment budget. 10% of the original Equipment budget category is \$400. Therefore, a Request for Line Item Budget Revision is necessary.*

If you make a budgetary reallocation of less than \$5,000 or 10% of a budget line, please note that you need to notify the Council office within thirty days after the reallocation has taken place. This requirement is covered in Council regulation 13 AAC 95.300(e)(2). Use a Request for Line Item Budget Revision Form, and note on the form that the revision is not subject to Council approval. **In all cases, use the revised budget category amounts for your quarterly reports.**

Please have the report signed and dated by the appropriate signatory and keep the original copy in your files.

❑ GOALS AND OBJECTIVES CHANGE FORM - Email in PDF format or fax

DUE DATES:

- **Submit as needed**
- **In all cases, before June 30, 2014**

Requests for changes in goals and objectives must be submitted using the Council form provided. Once you receive approval, use the revised goals and objectives in future quarterly reports.

Please have the report signed and dated by the appropriate signatory and keep the original copy in your files.

DUE YEARLY

❑ COMPLIANCE WITH ON-SITE EVALUATION RECOMMENDATIONS – Email or in PDF format or fax

DUE DATE:

- **December 31, 2013**

Grant award conditions require programs to be in compliance with all on-site recommendations received prior to June 30, 2013. Corrective documentation showing compliance must be submitted to the Council office no later than December 31, 2013.

❑ **BIP/PBP ANNUAL SELF-EVALUATION OF SERVICES REPORT - Email in PDF format or fax**

DUE DATE:

- **February 1, 2014**

Use form provided by CDVSA.

❑ **CDVSA EQUIPMENT INVENTORY REPORT - Email in PDF format or fax**

DUE DATE:

- **January 30, 2014**

As noted in Council regulation 13 AAC 95.320(i)(j)(k), programs are required to provide a copy of an updated inventory list, identifying non-expendable personal property purchased using **Council funds only** which cost \$500 or more at the time of purchase. This is an ongoing inventory report, not just what was purchased the prior year.

Please have the report signed and dated by the appropriate signatory and keep the original copy in your files.

❑ **YEAR-END EXPENDITURE DETAIL REPORT – Email in PDF format or fax**

DUE DATE:

- **August 15, 2014**

List program name, grant number, and the fiscal year as noted. **Prepare the report using only rounded whole numbers without \$ signs. Use the comma as a thousands separator.**

The first column is for reporting your program's CDVSA approved annual budget (use revised amounts if budget revisions were approved). The second column is for reporting Year End Actual Expenditures for each line item. Totals for each budget category populate automatically. For example, this is the Personal Services section:

	Total Annual Budget	Year End Actual Expenditures
100 Personal Services		
Salary Personnel	16,771	17,552
Fringe Benefits	6,373	5,592
Total Personal Services	23,144	23,144

The amounts in the Total All Categories columns for Total Annual Budget and Year End Actual Expenditures will populate automatically and should balance.

Total All Categories	23,144	23,144
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Required Match: Record the Total Match Required amount from the GAN, or Amended GAN, in the Total Annual Budget column. The Year End Actual Expenditures column includes Cash and/or In-Kind expended during the year. *Match documentation will be reviewed during on-site evaluations. Match does not need to be applied at the exact time or in proportion to the obligation of Council funds as long as the full amount is obligated within the grant period.*

Required Match		
CDVSA <u>25% BIP</u>	5,786	5,786
Total Required Match	5,786	5,786

Total Project: The Total Project row includes the amount from the Total All Categories row plus the Total Match row and populates automatically.

Total Project	28,930	28,930
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Please have the report signed and dated by the appropriate signatory and keep the original copy in your files.

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